

# YOUTH SERVICES POLICY

<b>Title:</b> Personal Property Reimbursement <b>Next Annual Review Date:</b>	<b>Type:</b> A. Administrative <b>Sub Type:</b> 6. Employment Related Guidelines <b>Number:</b> A.6.2
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<b>References:</b> Civil Code Art. 2315	
<b>STATUS:</b> Approved	
<b>Approved By:</b> <i>Simon Gonsoulin</i> <i>Acting Assistant Secretary</i>	<b>Date of Approval:</b> 08/26/2004

**1. AUTHORITY:**

Acting Assistant Secretary of the Office of Youth Development as delegated on January 27, 2004 by the Secretary of the Louisiana Department of Public Safety and Corrections.

**2. PURPOSE:**

To establish policy regarding reimbursements to employees for damages to their personal property.

**3. APPLICABILITY:**

All of Youth Services (YS).

**4. DEFINITIONS:**

Unit Head - Facility Directors, Probation and Parole Program Director and the Deputy Secretary/Assistant Secretary or designee for YS Central Office.

YS Central Office - Offices of the Deputy Secretary, Undersecretary of the Office of Management and Finance, Assistant Secretary of the Office of Youth Development and their support staff located on the 2nd and 3rd Floors of Building 6 at 504 Mayflower Street in Baton Rouge.

**5. POLICY:**

It is the Deputy Secretary/Assistant Secretary's policy to reimburse employees for damages to their personal property under the following conditions:

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- A. The damage must have occurred in the performance of the employee's duties and/or while the employee was on duty.
- B. The damage cannot be the result of negligence of the employee. The employee's failure to exercise reasonable care and prudence is "negligence" if that action/inaction caused or furthered the damage.
- C. The cost to repair or replace personal property damaged by the actions of a youth or resulting from the supervision of a youth is reimbursable provided the employee was exercising reasonable care under the circumstances when the loss occurred.
- D. Damage occurring to personal property which is covered by an insurance policy will not be reimbursed or replaced by YS if the employee receives a settlement from his insurance company.
- E. Reimbursement for the replacement of a damaged item must be for the same kind of item. (Example: A reimbursement for the cost of contact lenses cannot be made if an employee's eyeglasses were broken.)

## **6. PROCEDURES:**

- A. The employee will submit a request for reimbursement to his supervisor.
- B. The supervisor will attach a copy of an unusual occurrence report describing how the personal property was damaged and a signed affidavit from the employee affirming he will not file a claim against a personal insurance policy.
- C. The supervisor will make a recommendation regarding the request and forward the request through the appropriate chain of command to the Unit Head.
- D. The Unit Head will determine appropriate action and if approved, submit the request to the unit's Business Office for processing. If the request is not approved, it is returned to the employee with the reason for the disapproval noted.
- E. If the request is approved by the Unit Head, the Business Office will forward the reimbursement request package to the YS Office of Management and Finance requesting approval to process a check for the amount of the request from the Unit's Imprest Fund.

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- F. If the amount of the request exceeds \$250.00, it must be approved by the Undersecretary or Deputy Secretary/Assistant Secretary prior to disbursement.

**Previous Regulation/Policy Number:** A-06-003  
**Previous Effective Date:** 05/25/1995  
**Attachments/References:**